

METER READER

FLSA Code: N

Job Code: 4310

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate semiskilled and responsible technical work in locating and reading water meters; does related work as required. Work is performed under the regular supervision of a Crew Leader.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, and hazards.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reading water meters and recording usage; assisting with field work; initiating and terminating service; preparing and maintaining files and records.

Uses hand held meter reading computer to locate and read water meters on assigned routes, and record usage;

Keeps records of meters read and reports meters not accessible for reading;

Checks to see that meters read and reports meters not accessible for reading;

Processes service orders, cuts utility service off and on as required;

Installs new meters;

Repairs or replaces leaking or damaged meters;

Obtains special readings and rereads as required;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school; possession of an appropriate driver's license valid in the Commonwealth of Virginia; general knowledge of the methods and procedures involved in the computerized reading of meters and recording consumption, the geography and street locations of the city; demonstrated ability to use automated reading device, hand tools, accuracy test device, and to establish and maintain effective working relationships with customers, associates and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.